

## **EMPLOYMENT OPPORTUNITY**

### **STATE COUNCIL ON DEVELOPMENTAL DISABILITIES – AREA 4 BOARD**

236 Georgia Street, Suite 201

Vallejo, CA 94590

707-648-4073

707-648-4100 (fax)

**Robert.phillips@scdd.ca.gov**

**POSITION:** Office Technician Typing – FULLTIME  
**LOCATION:** Vallejo, CA  
**OFFICE:** SCDD Area Board IV  
**SALARY RANGE:** \$2,686 - \$3,264  
**DEADLINE:** Until Filled

### **Duty Statement Office Technician (Typing)**

Under the direction of the Area Board Executive Director, the Office Technician (Typing) regularly performs varied clerical work of substantial difficulty; consistently exercises a high degree of initiative, independence, and originality in performing assigned tasks; uses good judgment in responding to numerous inquiries and requests for assistance.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

70% Administrative support:

- Electronically process orders and accounts payable and receivable, maintain accurate agency accounting records using Excel, and prepare quarterly expenditure reports.
- Process travel claims for board members and staff, as well as stipend claims for program volunteers, verifying that travel claims and stipends are in compliance with state guidelines.
- Serve as Attendance Coordinator, maintaining attendance records and confidential employee files, and processing all personnel documentation for new hires, separations, timekeeping, and all matters related to personnel issues. Maintain and process appointment papers for board members, ensuring all procedural requirements are followed.
- Serve as Equipment Custodian responsible for all furniture and equipment inventory. Process requisitions for new equipment and maintain all office supplies. Monitor service agreements, lease and other contract agreements.
- Serve as Personal Computer Administrator, providing first line response technical computer support to local and outstation staff.

25% Secretarial Duties

- Produce a wide variety of documents using a personal computer, including, letters to legislators, mail merge letters, technical reports, agendas, and minutes from Board and committee meetings.

- Serve as initial public contact for the agency, answering routine inquiries, routing calls to staff as indicated, and making appointments for staff.
- Assist the Executive Director with Board and committee meetings, including scheduling, conference room bookings, notifications, distribution of board packets, and, when required, attend meetings to take minutes.
- Assist with the production of the Board's "e-newsletter" and posting of information on the Board's website page.

5% Perform other related duties as assigned by the Executive Director.

**Supervision Received:**

The OT (T) is supervised by the Executive Director. However, this position does receive assignments from other Area Board staff. The OT (T) is required to utilize initiative and resourcefulness when completing assignments.

**Supervision Exercised:**

None.

**Personal Contacts:**

The OT (T) must interact in an appropriate and professional manner with representatives of various Federal and State agencies, the Governor's office, private organizations, Council, Board, and committee members and staff, as well as the general public.

**Actions and Consequences:**

The OT (T) runs the office in the absence of the Executive Director and the Community Program Specialist, and makes independent decisions on non-technical matters. The OT (T) understands the importance of confidentiality and exercises independent integrity, discretion, and decision making with respect to all Area Board matters. Failure to use good judgment in handling sensitive and confidential materials and in imparting information to callers could result in information being released to unauthorized person in violation of Government Code.

**Other Information:**

The OT (T) must possess knowledge of: modern office methods, personal computers, supplies and equipment. The OT (T) must be able to write clearly, prepare correspondence and communicate effectively and type, at minimum, 40 words per minute. The OT (T) must demonstrate the ability to, perform difficult administrative work, produce clear and comprehensive reports and keep difficult records. The ideal candidate will show interest in assuming increasing responsibility.

The OT (T) must work as a team member, be flexible, have good interpersonal communication skills, and be able to work under pressure. On occasion, the OT may be required to work hours beyond the normal workday to attend Board meetings. The OT (T) must be able to drive their vehicle to Area Board meetings in locations throughout Sonoma, Napa, and Solano counties.